



Department of Public Works | 860.584.6125

Board of Public Works – Admin Report – June 2020

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	5366
Number of Bulk Collections	381

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing, Communications and press releases, social media, website maintenance and enhancements, managing Street Light repair requests and Shopping Cart ordinance compliance.
- Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3760 users of the app.
- Pursued 25 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 59 complaints in June that resulted in 5 fines.
- The Outdoor classroom project was being filmed by CPTV on June 22nd. The entire process went great all of our staff was very helpful and it was complete by 1:30pm. The tapping will air in October. We did the filming at Edgewood and Ivy Drive.
- Working with The Parks Department on fun Earth activities to do during summer & teen camp.
- Yard Waste is continuing we have over 4000 completed applications. And we have picked up 81 barrels from non-renewing residents.
- Worked with United Way, The Mayors office, and Fleet Division to run our first Farm to Families event. Our staff was amazing and all 1500 boxes were handed out.
- Launched Solar for All

Administration next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, monitor illegal dumping areas. Continue outreach to increase to Reduce and Reuse and the use of Recycle Coach app due to being closed to the public.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- All Heart Walk audit was submitted to Sustainable CT and will launch in July with an August start date. This is our 3rd Tool kit to accomplish silver with Sustainable CT.

Administration staff or concerns: OT \$542.34

Engineering Division current month activities:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) Grant received bid documents to be finalized.
- Installation of storm drainage in preparation of spring/fall 2020 major roadway maintenance.
- Parking lot design for Parks (Pine Lake Adventure Park)
- Summer paving list finalized.
- Riverside Ave Road Diet construction started.
- Additional drainage/ sidewalk work orders.
- Maple Ct survey received.
- LotCIP applications for Wolcott St and Downs St.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte 72 & downtown area. Construction underway. (additional work scheduled)
- Permanent patch contract awarded to Laydon.
- Issue notice to proceed for Louisiana Avenue bridge.
- UST Class A/B Operator Training.
- Riverside Ave road diet construction & coordination (Laviero).
- Battle St underdrain installation. Woodhaven drainage complete.
- Signal timing study underway by VHB.
- Hope St parking lot oversight/survey
- Louisiana Bridge NTP issued and construction underway June 9. Road closing June 11.
- Complete 10 HR OSHA training.

Engineering Division next month activities:

- Review Jerome Ave Local Bridge RFQ's. Schedule Consultant interviews.
- Pine Lake final design of sed chamber
- Review Wolcott St RFQ's. Schedule Consultant interviews.
- Eversource gas main installation coordination for new mains and replacements – winter work.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Storm drainage school project – Northeast School.
- Work on paving list for fall.
- Drainage work for summer and fall paving lists.
- School Street retaining wall – complete associated restoration.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on paving list.
- Brook Street retaining wall replacement- review contract/bid (summer construction.)
- Coppermine Brook re-alignment construction Final restoration in spring.
- Huntington Woods final detention pond storm drain replacement design.
- Milling & paving scheduled for July 13.
- Road reclamation (waiting on water line installation in Atkins.)
- Schedule Collins Rd drainage improvements for fall.

Engineering Division staff or concerns: Vacancy –Excavation inspector (interview July) Overtime for Major Roadway Improvements Milling & Paving (Streets & Engineering Staff) \$6499.32

Land Use current month activities:**Zoning Commission**

1. Special Permit and Site Plan for parking for a public school at 120 Memorial Boulevard – APPROVED WITH STIPULATIONS.

2. Special Permit for a home-based business at 140 Fern Hill Road – APPROVED.

Zoning Board of Appeals

The Board of Appeals did not meet in June.

Historic District Commission

The Commission did not meet in June

Planning Commission

3. Proposed amendments to the Zoning Regulations: to add drive-up facilities in the BD (Downtown Business) zone – RECOMMENDED APPROVAL.

Inland Wetlands & Watercourses Commission

4. Wetlands Application to install an in-ground swimming pool; 99 Redwood Drive – APPROVED WITH STIPULATIONS.

Land Use staff or concerns: Monthly overtime costs (Board/Commission Secretaries at meetings)_June: \$489.43

Building Maintenance current month activities:

- Provided access and direction to Accurate Insulation for supplemental cleaning/disinfection activities at City Buildings in regard to COVID-19
- Public Works staff continued coordination with CT GreenBank and PosiGen on a community energy campaign, Solar For All, an initiative offered through the SustainableCT program, campaign will be completed on September 30th
- Hosted two informational webinars with CT GreenBank and PosiGen staff on 6/16 at 5:30PM and 6/18 at 10AM regarding the Solar For All campaign, which will run through September 30th
- Building Maintenance Staff replaced water heater at City Yard that serves the Mechanic's Garage, provided support to ECD and Mayor's Office in regard to Farmer's Market, replaced two door closers at Police Complex and door repairs at Youth Services, installed social distance floor decals at City Hall and prepared facility to reopen to Public on July 6th, addressed various HVAC leaks from aged pipe systems in City Hall
- Conducted pre-construction meeting at Fire Headquarters for site wide mechanical renovations on 6/5 with Millennium Builders, Fire Department Staff, Silver Petrucelli engineers and associated sub-contractors
- Millennium Builders initiated mechanical renovations for Fire Department Headquarters on June 15th
- Alarm New England completed upgrades and takeover activities associated with transition of fire and security monitoring systems for new contract on 7/1/20
- Premier Building Associates of Branford, CT selected as contractor for replacement of flat roof at 51 High Street with a winning bid of \$42,900.00
- Coordination with City Hall Departments in regard to July 6th reopening
- Facilities Manager met with Van Zelm Engineers for Police Complex mechanical improvements study on obtaining site documents/prints, site access and conduct a site walk visits on 6/11 and 6/23
- Tenants at 11 Bellevue (51 High Street) vacated on 6/2/20
- Conducted Class C UST Operator training with Building Maintenance staff and conduct annual UST compliance check with Atlas Environmental

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- Oakland LLC installed water lines and vent for washer and dryer at Fire House #2, J&B Electric installed 240V outlet for dryer

Building Maintenance next month (August 2020) activities:

- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments in regard to preparations for re-opening to the general public
- Collaborating with AVT Construction on Fire House #2 roof replacement schedule and coordination with Fire Department Staff
- Continue to improve and strengthen 2020 SustainableCT application with assigned Fellows and based on feedback from the reviewers of the early Spring application submission, final application filing date is August 28th
- Coordinate roof replacement project at 51 High Street with selected, winning contractor (Premier Building Associated of Branford, CT)
- Coordinate removal of asbestos vinyl floor tiles at Beals Center BBHD and Senior Center hallway wings and installation of new flooring prior to reopening in September
- Coordinate with Parks & Rec and Bristol Hospital to facilitate move in of new tenants at 51 High, 9 & 11 Bellevue Avenue (painting, floor cleaning and minor door/wall repairs required)
- Coordinate replacement of gas service line at Manross Library with Eversource and Library staff for July 15th

Building Maintenance Staff or concerns:

- Anticipate moderate to elevated levels of Vacation/Miscellaneous/Sick time off during July 2020 for summer vacations/time off
- 2nd Shift Custodian vacancy (Monday-Friday schedule), due to the promotion of Carlos Lorenzo to Computer Lab Supervisor at the Main Library
- Building Maintenance has had at least one vacancy since January 1, 2020 on 2nd Shift

Building Maintenance OT Costs: \$ 4,031.53: Staffing coverage for after-hour maintenance issues, sick time fill-ins (due to extended medical leave on 1st shift at Police Complex), and installation of repurposed front counter with glass partitions in Public Works offices (from former Court House)

Streets current month activities:

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
 - Take downs including (Peck Lane, Merriam St, Frederick St, West Cemetery and Jerome Ave.)
 - Trimmed city trees on North Main St
 - Mowed all city detention ponds
 - Stump grinding
- Continuing small road repair
- Curb repair
- Driveway Aprons
- Loam
- Patched Potholes

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- Street Sweeping
- Finished constructing PPE (sneeze guards) for city hall
- S6 made several trips for Health Department (PPE)
- Storm Drainage
 - Completed Basin Repairs (Marsh Rd, Cove Rd, Page Ave, Wynwood (2), Gayle Dr. and Fairfield)
 - Installing new poles and signage
 - Created 80 COVID-19 signs for Park Department
- Winter Operations
 - Mailbox Repairs
- Depot Square Parking Lot
 - Completed Grading Parking Lot at Depot Square and starting light bases
 - Finished installing walkway drainage as well as grading walkway

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Winter Operations
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance
 - Bridge clean ups
- Continue tree take downs, trimming and stump grinding
- Continue work on Depot Square parking lot
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

Streets staff or concerns: Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas. Monthly overtime cost \$1924.55 for call ins, and emergency responses and Winter Operations.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 59 letters and picked up 5 illegal bulk stops.
- The bulk crew picked up 381 scheduled bulk stops, working Monday-Thursday.

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- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 192 new and renewed customers for the month of March.
- There are currently 4,052 active yard waste residents.
- Added Mondays to the bulk pick up schedule.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Held Trash to Treasure event at the Farmers Market.
- Continued curbside Yard Waste collection, collection 332 tons of yard waste for the month.
- Fairbanks Scale replaced a load cell on the inbound scale at the Transfer Station.
- Mowed the landfill with R-29.
- Had laborers cut all high vegetation at the landfill, around vents, fence lines and washouts.
- Hired a new Solid Waste laborer.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue the collection of reusable items for our Trash to Treasure program.
- Continue curbside Yard Waste collection.
- Continue to cut all high vegetation at the landfill.
- Work full Solid Waste operation on July 3rd, to make up for the July 4th holiday.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Currently have 2 Solid Waste laborer positions open.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$475.50
1363016 OT TS =	\$4,437.44
TS Revenue (PAYT) =	\$37,972.10
Residential Permits =	\$4,640.00
Commercial Permits =	\$200.00
Yard Waste Revenue =	\$17,295.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$4,304.00
Aluminum Liberty Rec =	\$230.00
Batteries Liberty Rec =	\$394.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$35.00

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Border Street =	\$0.00
Illegal Bulk Fines =	\$49.12
Simple Recycling =	\$0.00
Special Pick up – 2 nd	\$1,550.00

Fleet Maintenance current month activities:

- Solid Waste Div. (R17) Automated rubbish truck was diagnosed with a faulty turbo as well as a leaking hydraulic pump and a faulty actuator. Parts were ordered for a cost of \$6,992.00. Truck is scheduled to be online by mid-June.
- Solid Waste Div. (GR40) Automated rubbish truck was in for power steering line repairs. Truck is currently back online.
- Solid Waste Div. (GR39) Automated rubbish truck had some extensive welding done to the body to prevent rubbish from dropping onto the roadway. All done on site.
- Solid Waste Div. (R18) Automated rubbish truck came in for a check engine light. Truck was diagnosed with faulty emission code sensor. Truck was sent to Peterbilt under warranty.
- Solid Waste Div. (GR41) Automated rubbish truck had a water pump replaced on site for a cost of \$587.00
- Solid Waste Div. (R7) Automated rubbish truck came in with a Crank Sensor diagnosis. New sensor was installed but did not rectify the problem. Truck will be sent out to Peterbilt to examine the crankshaft with OEM equipment.
- Streets Div. (S23 & S26) 10 wheeled dump trucks were sent to Allison transmission for campaign/recall work.
- Streets Div. (C41) 2008 vector was sent to have a rear motor wiring harness and ignition switch replaced. Truck is back in service.
- Streets Div. (GC15) 2007 vector was put down due to a failing debris tank. (Rotting out).
- Streets Div. (C39) Excavator was diagnosed with failed relays for the buckets quick connect system. Fixed on site and is back in service.
- Streets Div. (S4) Ford pickup truck received new transmission cooler lines. Done on site and is back in service.
- Police Dept. MATV was diagnosed with a faulty power steering pump. Truck is currently on hold for repairs.
- Fuel pumps were examined and serviced since last inspection.

Fleet Maintenance next month's activities:

- Continue scheduled services to our Fleet vehicles.
- Continue scheduled service to our Police Dept. vehicles.
- Continue to keep a safe working environment.
- Continue our social distance and Covid protocols.
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Fleet Maintenance staff or concerns: We currently still have a Mechanic's position open. Brenton Eckstrom filled Mechanic's Helper position. The 6 employees including myself all passed our A/B/C UST underground storage tank class. Overtime expenditures and totals \$2,081.21 (Holiday, Dispatch and Mechanics).